

TRAVEL

Per AS 24.10.130, the Legislative Council established a Travel and Per Diem Policy; the Presiding Officers establish travel guidelines for members of each House; and the Legislative Budget and Audit Committee has a committee-specific travel policy.

Things to remember about travel:

1. **Travel Authorization** - A travel authorization must be submitted to LAA before the travel process begins. This includes Allowance Account travel.
2. **Travel Reimbursement Claim** - A travel reimbursement claim must be submitted within 60 days of the travel completion.
 - Submit **Final** receipts for all expenses for which you are requesting reimbursement. Surface expenses such as parking and transportation under \$15 do not require a receipt but an itemized list must be provided.
 - Allow 5 working days for a travel advance or travel and per diem reimbursement.
 - While personal days are not reimbursed, please list any personal days added to business travel in the space provided.
3. **EasyBiz Reservations** - There are detailed instructions on the Accounting Intranet page. Important facts to remember when using EasyBiz.
 - An EasyBiz reservation **will not be purchased** without a signed authorization on file.
 - EasyBiz reservations need to be made **by 2PM on Friday**.
 - All Easy Biz tickets are owned by the State of Alaska; the traveler or traveler's staff **may not** make changes to or cancel a ticket. To make changes or cancel a ticket please contact laa.travel@akleg.gov. There is always someone monitoring email.
 - All offices have an assigned login and password.
 - Pick your flights and make sure to select **"Hold"** in the upper left corner.
 - Leave the email address of laa.travel@akleg.gov on your Easy Biz reservation.
 - "Held" reservations expire after 24 hours. If you have not received a purchase confirmation from Accounting within 24 hours of making the reservation, please contact us.
 - There will be NO refund or a credit for any no-show travel. If any portion of a reservation is a no-show, the rest will automatically cancel.
4. **Car Rental** - The State of Alaska has an account at Budget Rental Car in Juneau, Anchorage, Kenai and Fairbanks; and there are detailed instructions on the Accounting Intranet page to use this account. Vehicles rented using this account are directly charged to LAA, please include the receipt with final travel claim. All other car rentals will be paid for by the traveler and submitted for reimbursement with the final travel claim.

Call Joanna Bizzarro at 465-6625 with questions about travel policies, guidelines, and claims.

Travel forms are located at <http://intranet.akleg.gov/accounting/index.php>.

Common Travel Questions

Q. I want to take a legislative business trip. What do I do?

- Complete a Pre-Travel Authorization and submit to your Presiding Officer or authorizer of the trip. Allowance Account travel may be approved by legislator.
- The Presiding Officer or authorizer of the trip will notify you if the trip is approved.
- Once you have submitted your Travel Authorization to laa.travel@akleg.gov, you may make a reservation through EasyBiz to be purchased by LAA Accounting or purchase your own ticket to be submitted for reimbursement with a travel claim form.

Q. How do I get a travel advance?

- Complete top two sections of Travel Claim.
- Submit to laa.travel@akleg.gov at least five days prior to travel.

Q. I just returned from a trip. How do I get reimbursed for my expenses?

- Complete Travel Reimbursement Claim. Reimbursement will be for actual lodging expenses plus a meal allowance. Meal allowances will not be paid for any travel which does not include an overnight stay. Per diem rates are available from Joanna Bizzarro at 465-6625.
- Attach airline boarding passes and any receipts for which reimbursement is requested. Receipts are required for all requested reimbursements.
- Submit Claim to the Accounting Office at laa.travel@akleg.gov

Q. Is travel per diem taxable?

Travel expenses and travel per diem are generally non-taxable, except:

- During the legislative session, when a non-Juneau legislator travels and requests reimbursement for their expenses, *only* the lodging per diem portion of the reimbursement is taxable and subject to other payroll deductions because the legislator is already receiving the federal per diem rate for working in Juneau during the session.
- Reimbursement for car rental in a legislator's home district while the legislator's vehicle is in Juneau during legislative session.